

**BUTLER COUNTY SCHOOLS**

**PERMISSION TO HOLD FUND-RAISING DRIVE**

I REQUEST PERMISSION TO HOLD A FUND-RAISING DRIVE FOR THE:

\_\_\_\_\_  
*NAME OF CLUB OR ORGANIZATION OR SCHOOL*

THIS FUND-RAISING DRIVE WILL INVOLVE *SELLING* (Include specific items and cost per item): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FUNDS WILL BE RAISED DURING THE FOLLOWING DATES: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

I understand the Board policy concerning fund-raising activities. All fund-raising activities must be approved by the school principal and the superintendent of education prior to the beginning of the fund-raising activity. The collection of monies for such projects, the distribution of information or sale items, the return of unsold items, or other administrative functions shall not be allowed during the instructional time. Plans and purchases for fund-raising drives should not be made until approval has been granted.

**ALL REQUESTS FOR PERMISSION TO HOLD FUND-RAISING DRIVES MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE OF THE ACTIVITY.**

REQUESTED BY:

SPONSOR OR PRESIDENT  
OF ORGANIZATION: \_\_\_\_\_

APPROVED BY:

SCHOOL PRINCIPAL: \_\_\_\_\_

SUPERINTENDENT OF  
EDUCATION: \_\_\_\_\_

Central Office Use: Date Received: \_\_\_\_\_